



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**  
**Regular Meeting Minutes**  
**Thursday, May 19, 2016**  
**4:00 p.m. City Hall, Room 203**

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**I. CALL TO ORDER**

The meeting was called to order by Commissioner David Wendtland at 4:03 p.m.

Also present: Commissioner Kevin Huss, Kristen N. Wade, Human Resources Director, Dwana Thompson, Affirmative Action/Risk Manager, Ken Grant, City Treasurer, and Anne James, Secretary.

**II. MINUTES**

***Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the regular minutes of the April 14, 2016 meeting.***

**Motion Carried.**

**III. ACTION AGENDA**

- A. Approve the revised job description for the Income Tax Auditor position. Commissioner Wendtland questioned if the employee membership pension board was still applicable. Mr. Grant clarified that due to joining MERS the Employee membership board has been eliminated. No further questions.
- B. Approve the revised job description for the position Treasury Services Supervisor position. No questions.
- C. Approve the revised job description for the Treasurer/Income Tax Administrator position. No questions.
- D. Community & Neighborhood Services Director position. No questions.

***Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the revisions to the Tax Auditor, Treasury Services Supervisor, Treasurer/Income Tax Administrator and Community & Neighborhood Services Director Job descriptions.***

**Motion Carried.**

**IV. OLD BUSINESS**

None

**V. OTHER BUSINESS**

None

**VI. ADJOURNMENT** The meeting adjourned at 4:07 p.m.